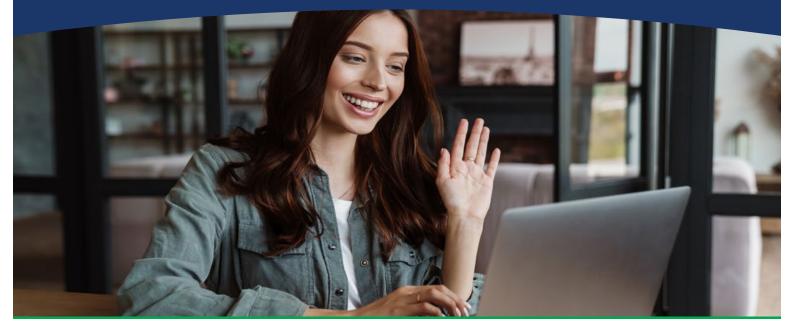


SUPERVISOR/MANAGER ACADEMY

Foundations of Leadership

ONLINE FALL 2023



DATES: Tuesday, October 3

(Must register by this date)

Tuesday, October 17 Tuesday, October 31 Tuesday, November 14 Tuesday, November 28 Tuesday, December 12

8:30am - 11:30am PST TIME:

LOCATION: Zoom (See back for

connection requirements)

TUITION: \$950 per Person

(for above 6 training dates)

INCLUDES:

- Electronic Binder of Course materials and handouts
- Performance Management Guide
- Certificate of Completion

REGISTRATION: CLICK HERE

FOR QUESTIONS:

Yolanda Taylor ytaylor@rgs.ca.gov 650.587.7300 x53

Develop Your Leadership Skills Remotely from Home or Work with RGS' New Virtual Leadership Academy

LEARNING OUTCOMES/SKILL BUILDING IN:

- Getting Work Done Through People
- Engaging Employees to Create a Positive & Productive Workforce
- Exploring the Many Roles of Supervisors/Managers
- Identifying Leadership Levels
- Building Power and Influence
- Communicating Effectively as a Leader
- Conducting Difficult Workplace Conversations
- Leading Proactively
- Creating a Culture of Accountability
- Managing Performance
- Coaching for Success

"The Academy makes you sit back and analyze your situation personally and strive to make positive changes."

- Academy Graduate

"This Academy was by far the most helpful and interesting training I have attended."

- Academy Graduate



SUPERVISOR/MANAGER 6-DAY ACADEMY SYLLABUS

Designed for New or Experienced Supervisors or Managers in Local Government by Trainers with Extensive Experience in Local Agencies

Learning Outcomes Include: Getting Work Done Through People, Engaging Employees, Creating a Positive and Productive Workforce, Exploring Leadership Roles and Levels, Building Power and Influence, Communicating Effectively, Conducting Difficult Conversations, Leading Proactively, Creating a Culture of Accountability and Managing Performance.

Role of the Leader	The Language of Leadership	Performance Management
Day 1:	Day 3:	Day 5:
• Use Mission/Values to Focus	Attributes of Great	• Impact of the Supervisor
Employee Performance	Communicators	Understanding the Parameters
• Be Familiar with Key Leadership	• Aiming for Mutual Understanding	of Your Position
Roles	• Engaging in Strategic Listening	Defining Your Impact on
• Using Inquiry as Strategy for	Communicating Interests	End Results
Effective Coaching	Your Communication Style	Learning the Impact of Labeling
Building Power and Influence	Assessment	Creating a Culture of
	• Understanding and Flexing Your	Accountability
Day 2:	Communication Style	
Giving Constructive Feedback		Day 6:
Strategy for Coaching	Day 4:	Your Role in the Performance
• Learn How Successful Leaders	Skill Building in Workplace	Management Process
Make Decisions	Conversations	The Performance Management
• Set Personal Goals for Creating	• The Cost of Tension and Conflict	Cycle
a Positive Work Culture	Having Difficult Conversations	Establishing Performance Goals
• Eight Qualities of Effective	o Preparation	Coaching for Performance
Leaders	o Surfacing the Issues	Steps of Progressive Discipline
	o Moving Toward Agreement	

Academy Requirements:

These Academy sessions are highly interactive virtual classrooms. They require attendee participation and attention. Attendees will participate in small group breakout room discussions and will be asked to share audio and video at times during the course. Please treat employees attending as if they are away at training and allow them time to focus and participate without job demands or multi-tasking.

The Academy is conducted using Zoom. RGS recommends you download the Zoom application for best results.

Additional requirements include a strong internet connection (LAN cable preferred) and a computer/laptop or tablet. A headset is required if your device does not have a built-in microphone. We also require that you connect from an environment that allow you to speak out loud, listen without distraction, and share your webcam occasionally.